WISEid

Downloading a Staff file by Local Person ID

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This 60 second video will walk you through the process of downloading a staff file by local person ID. The purpose of doing so would be to import into your SIS, HR or other local system.
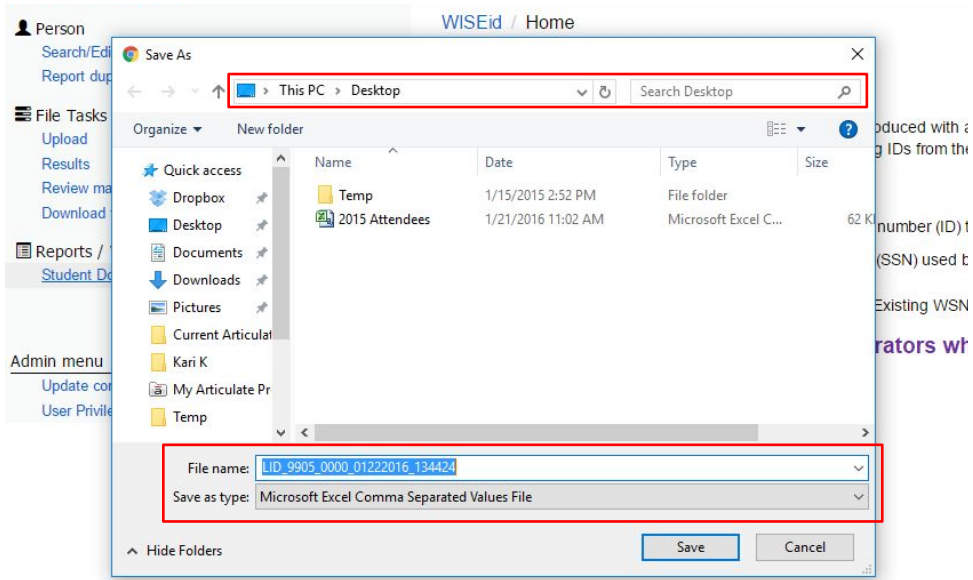
Download

Once you have a completed a successful upload and worked through your matches, you can then download a staff file to use to update or automate changes in your local information system—SIS, HR system, etc

From the **Reports/Validations** menu, click on the Staff Download by local person ID link to begin the download process.

Save

Once you click the "Staff Download by Local Person ID" link a save menu box should appear. Note the location and the name of the file.
If a save menu box did not appear, the file will be located where your browser has set for a default download location.

Fields

Field	Description
LocalPersonID	Agency's unique identifier for the person, assigned by SIS, HR system, etc.
LocalPersonIDDescription	Description on how the LocalPersonID was created for a person if available.
WISEid	A unique state ID for Wisconsin staff & students.
LastName	The person's last name
Suffix	A suffix to the person's name, if applicable
FirstName	The person's first name
MiddleName	The person's middle name
Birthdate	The person's birth date using this format: MM/DD/YYYY
Gender	Reported gender of person
RaceKey	Reported RaceKey of person in DPI code format.
EntityID	As of the date this file was generated, the person's current ELO Entity ID.

WISExplore
Data Navigation and Inquiry

Here is a list of fields and descriptions that are contained in the csv export.

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Thank you for viewing the video on downloading a staff file